



# Executive Assistant

## POSITION DESCRIPTION FORM

**Region / Portfolio / Directorate:**

Office of the Commissioner of Police

**Position Description Number:**

Generic 27

**District / Branch:**

Executive and Ministerial Services

**Rank / Level / Band:**

Level 3

**Work Unit:****Position Category:**

Choose an item.

### Employment Conditions

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Industrial Agreement/Award: Current PSA, PSGOGA and Agency Specific Agreement

Work Pattern: Monday - Friday: May be required to work outside normal operating hours

Location: Perth

### Position Objective

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Provides a high level of secretarial, administrative and research support to Senior Executive.

### Role of Work Unit

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WA Police is the State's principal law enforcement agency, responsible for the largest police jurisdiction in the world and services a growing population of approximately 2 million. WA Police Force provides services to the community in maintaining public order; the protection of life and property; the prevention, detection and prosecution of crime; and the rendering of assistance to those in need.

This position is found in the Executive services office which comprises of the Office of the Commissioner, Office of the Deputy Commissioners and the Office of the Executive Director and provides the senior executive with support and administrative services.

The Deputy Commissioners' are responsible for the Specialist and Operational Portfolios. The Operational Portfolios are divided into regions, i.e. Metropolitan, and Regional WA in order to deliver effective policing services. The specialist portfolios are primarily responsible for the provision of specialist support and investigative services to the State of WA. The Executive Director's portfolio comprises of the corporate, administrative activities such as: Business Strategy and Finance, Asset Management, Media and Corporate Communications, Policy and Legislation, Business Information Systems, Human Resources and Training and Development.

### Reporting Relationships

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This position reports to:

- Deputy Commissioners, or
- Executive Director, Group 2, or
- Assistant Commissioners, or
- Directors

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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## Key Accountabilities

### 1 Secretarial/Administrative

- 1.1 Coordinates the Commissioner, Deputy Commissioner, Executive Director or Assistant Commissioners diary of appointments and meetings.
- 1.2 Reacts calmly and efficiently to the ever changing, dynamic environment and needs of the Commissioner, Deputy Commissioner, Executive Director, or Assistant Commissioners handling the complexities and seriousness of the work with professionalism and accountability.
- 1.3 Provides a responsive secretarial and word processing service including prompt and effective dictation delivery and/or preparation of correspondence from written and shorthand notes.
- 1.4 Maintains an accurate and effective correspondence and file tracking and recording system to ensure issues raised are actioned in a timely manner and to a high standard.
- 1.5 Participates in regional/portfolio and executive meetings and prepares agenda and minutes of meetings and follows up actions if required.
- 1.6 Anticipates the needs of the Commissioner, Deputy Commissioner, Executive Director or Assistant Commissioners in relation to forthcoming meetings and events and makes appropriate advance arrangements for those needs, including coordinating itineraries, travel and accommodation arrangements.
- 1.7 Prioritises incoming and other confidential and sensitive correspondence and directs enquiries to appropriate senior officers.
- 1.8 Interacts with diplomacy and professionalism with a diverse range of internal and external stakeholders on behalf of the Commissioner, Deputy Commissioners, Executive Director and Assistant Commissioners and provides advice and initiates appropriate action to enquiries.
- 1.9 Researches flights and accommodation and books all air / accommodation bookings using the CTM Travel website or via direct phone contact with CTM Travel. Calls hotels to ensure the Commissioner, Deputy Commissioners, Executive Director or Assistant Commissioners and staff travelling with them, are getting the best Government Corporate rate. Ensures all Request for Travel paperwork is signed off in a timely manner and sent to the Minister's office for approval, where required, within the necessary timeframes.
- 1.10 In the absence of the Executive, ensures the continued effective operation of the office and that a high standard of business is maintained.
- 1.11 Maintains electronic file storage and arranges backup and storage of data.
- 1.12 If required, monitors and undertakes reporting on finance and/or human resources information (relevant to certain portfolios only).
- 1.13 Provides guidance on communication styles and protocols to Executive Assistants within the portfolios reporting to the Deputy Commissioners.
- 1.14 Undertakes Quality Assurance of incoming correspondence prior to providing to the Commissioner, Deputy Commissioners, Executive Director or Assistant Commissioners.
- 1.15 Provides administrative support and relief to Commissioner's Executive Assistant.
- 1.16 Organises a variety of events on behalf of the Deputy Commissioners.

### 2 Research

- 2.1 Investigates, researches and responds to issues referred to the Commissioner, Deputy Commissioners/Executive Director and Assistant Commissioners.
- 2.2 Researches and prepares replies to correspondence on behalf of the Commissioner, Deputy Commissioners, Executive Director and Assistant Commissioners.
- 2.3 Undertakes document and information searches, prepares briefing and background papers relevant to meetings and committees and maintains the Commissioner, Deputy Commissioners, Executive Director and Assistant Commissioners files/folders.
- 2.4 Researches and prepares information for drafting of speech notes and presentations.
- 2.5 Undertakes special projects as requested by the Commissioner, Deputy Commissioners, Executive Director and Assistant Commissioners.

### 3 Other

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 Undertakes other duties as directed.

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## Specialist Prerequisite(s)

It is a requirement that the position holder is successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 1 or 2** security clearance for the duration of their appointment in the position.

## Work Related Requirements

Essential Requirements	Context in which work related requirements will be applied and or general standard expected.
Communication	Preparing reports, correspondence, minutes and briefing notes. Note taking ability including taking minutes at meetings and transcribing. Liaising effectively with a diverse range of internal/external customers. Eliciting and providing sensitive information to customers. Utilising computers effectively in an administrative setting. Utilising word processing and creating databases.
Research	Conducting research relevant to focus and analyse information accordingly. Identifying issues that may impact on the strategy and recommending appropriate solutions.
Interpersonal and teamwork	Establishing and maintaining a positive rapport with others. Being flexible in a dynamic environment and working as part of a team. Liaising and consulting internally/externally with stakeholders at all levels within the public and private sector.
Organisational	Managing own workload effectively, planning and prioritising work. Demonstrating self-motivation and initiative to achieve work objective with minimum supervision Anticipating the needs of Executive staff.
Secretarial and administrative support	Preparing agendas, taking and distributing minutes at an Executive level. Monitoring and managing an office environment. Interacting with customers ensuring response times are effective and efficient. Dealing with matters of a sensitive and highly confidential nature organisational sensitivity.

## Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Position	Name	Date
A/Senior Workforce Consultant, Workforce Design and Consultancy	Louise Middleton	12 April 2018
Chief of Staff	Jim Alex	12 April 2018